



KATHY HOCHUL  
Governor

**State  
Police**

STEVEN A. NIGRELLI  
Acting Superintendent

**POSTING DATE: 04/28/2023**

**APPLICATION DUE BY: 05/19/2023**

**Title:** State Police Operations Specialist 3 – 6 Vacancies  
Starting Salary: \$61,270.00

**Location:** Division Headquarters  
Albany, New York 12226  
Albany County

**Salary Grade:** 18

**Employment Type:** Full-Time

**Work Days:** Various

**Union Representation:** PS&T

**The State Police Operations Specialist 3** will support the National Instant Criminal Background Check System (NICS) Section and be assigned to the New York State Police Headquarters. The State Police Operations Specialist 3 will work closely with Members and other Government leads and will be part of a team providing the timely determination of a person's eligibility to purchase firearms and/or ammunition in accordance with New York State law. The State Police Operations Specialist 3's work in tandem with Sworn Members assigned to this Point of Contact Center and assist with directing day to day operations of the NICS Unit. This may include performing statistical analysis and creating reports on workload.

**DUTIES:**

- Manage staff assigned to the NICS unit. Establishes work priorities and adjusts assignments when necessary to meet performance goals.
- Handles the most complex background check inquiries by reaching out to local, state and federal agencies.
- Provide leadership and vision to subordinate staff and project teams regarding the unit's objectives.
- Remain abreast of changing laws, rules, and regulations as it applies to the functioning of the NICS unit. Communicate updates to staff and ensure their understanding.
- Periodically review staff work product to ensure quality standards are being met.

- Review and revise procedures when necessary to ensure proper training and development of staff assigned to the unit.
- Perform statistical analysis on NICS unit workload, and report findings to Sworn personnel.
- Conduct verification on specific Identifiers and correct/update corresponding contact and agency information as needed.
- Review complex appeal requests via the NICS, assist staff in making proper determinations.
- May be required to testify in Administrative Hearings.
- Complete necessary document clean-up of existing records to update and/or purge documentation as needed.
- Miscellaneous duties as requested by the Lieutenant and NICS Unit NCOs.

**MINIMUM QUALIFICATIONS:**

- One year in a supervisory SG-14 position or higher
- OR
- 6 years of experience reviewing criminal histories, pistol permit records, police or law records, or data analysis involving the review of multiple sources to develop and reach an eligibility determination. One year of this experience must be supervisory.

Note: Semester credit hours of college level study may be substituted for experience on a prorated basis (30 semester credits for one year of experience); active-duty service and an honorable discharge or under conditions in the NYS Restoration of Honor Act may also be substituted for the experience listed above on a pro-rated basis.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

Please be advised that authorization to fill these positions is pending Division of Budget approval.

**HOW TO APPLY:**

Kindly send a letter of intent, complete resume and transcripts to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*